

Transportation Group  
Bus Academy  
Program of Instruction (POI)

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**SECTION I**  
**7<sup>TH</sup> TRANSPORTATION GROUP BUS DRIVER'S TRAINING PROGRAM**

1. The Group's Bus Driver's Training Course is a 120 hour course given at Group level. The course is held twice a month, from 0600hrs to 1700hrs.
2. Classes are held in the Fort Eustis Education Center (Bldg 1500). The classroom is set up to accommodate up to 10 students each class.
3. The battalion's are responsible for scheduling soldiers to attend the course. It is the Commander's responsibility to ensure that their soldiers will attend the training.
4. All soldiers in the grade of E-1 – E-7 will be projected to attend this course.
5. The Group training policy requires that all soldiers possess a valid DA Form 348 (Equipment Operator's Qualification Record), a valid DA Form 5984-E (US Government Motor Vehicle Operators Identification Card), a valid Accident Avoidance Card, and a valid civilian driver's license. In addition to these items the soldier will need a Commander's interview and a memorandum verifying that they have not been involved in any at fault accidents or moving traffic violations in the last year.
6. Soldiers will report for training at 0700hrs in Bldg \_\_\_\_\_ on the first day of the course and will be required to bring the following items:
  - a. Pen (black ink)
  - b. Pencil
  - c. Note Pad
  - d. Highlighter
7. Soldiers attending the course will avoid making appointments. Any soldiers missing more than 4 hours of training will be counseled and dropped from roll.
8. The uniform for this course will be the Battle Dress Uniform (**BDU**)/All Climate Uniform (**ACU**)
9. The subjects covered in the course are as follows:

<u>SUBJECT</u>	<u>HOURS</u>
a. General Knowledge	4
b. Driver's Role and Responsibility	1
c. Virginia State and Fort Eustis Laws and Procedures	4
d. Pre-Trip Inspection (classroom)	2
e. Transporting Passengers	2
f. Air Brakes	2

g. Night Driving (classroom)	1
h. Accident Avoidance/Causes and Reports	2
i. Hands-on Driving	104

10. All training will be conducted in a classroom, and outdoor environment.

11. Lunch is one hour. On Fort Eustis, Sergeant's Time Training is scheduled every Thursday, soldiers attending the Bus Driver's Training Course will not participate or conduct Sergeant Time Training at their units.

12. A brief description of each class as follows:

GENERAL KNOWLEDGE- This lesson discusses the basic specifications and vehicle inspections of the 44/52 and 20 passenger bus. The lesson also provides guidance on controlling the vehicle and the hazardous material rules for all commercial drivers. Soldiers will be required to take a written exam on this lesson and pass with a minimum score of 80%. This lesson is 4 hours in length.

INTRODUCE VIRGINIA STATE AND FORT EUSTIS LAWS AND PROCEDURES- This lesson discusses Army regulations, local laws and procedures that apply to personnel operating Army Motor Vehicle in Virginia, and on Fort Eustis that may not apply to many other states. The lesson also provides guidance for motor vehicle operators. Soldiers will be required to complete a practical exercise for this lesson. This lesson is 4 hours in length.

DRIVER ROLE AND RESPONSIBILITY- This lesson discusses the official use requirement of military vehicles, driver, and his/her obligation and responsibility on Fort Eustis; fuel efficiency operation; signaling; bicycles; stopping; the stipulations when rules are not followed. Soldiers will be required to complete a practical exercise for this lesson. This lesson is 1 hours in length.

AIR BRAKES- This lesson discusses the air brake system parts, dual air brake systems, inspecting air brake systems and using air brakes. Soldiers will be required to take a written exam and pass with a minimum score of 80%. This lesson is 2 hours in length.

TRANSPORTING PASSENGERS- This lesson discusses the loading of the bus, safe driving, the after trip inspection and prohibited practices. It also briefly discusses the pre-trip inspection. Soldiers will be required to take a written exam and pass with a minimum score of 80%. This lesson is 2 hours in length.

ACCIDENT AVOIDANCE/CAUSES AND REPORTS- This lesson discusses accident avoidance and the causes and accident reporting procedures to take in case you are involved in an accident, precautionary measures, the DD Form 518 (Motor Vehicle Accident Report), and the SF 91 (Motor Accident Report), Soldiers will be required to

Complete a practical exercise on the DD Form 518 and SF 91. This lesson is 2 hours in length.

PRE-TRIP INSPECTION (Classroom) -This lesson discusses responsibilities and procedures for carrying out the Army's Preventive Maintenance Program to help reduce the risk of death and injury to personnel and equipment. Operators and crews, first line leaders, maintenance supervisors, and commanders are equally responsible for keeping information current and correct. Soldiers will be required to complete a practical exercise for this lesson. This lesson is 2 hours in length.

HANDS-ON DRIVING- This lesson gives the soldier an opportunity to practice safe driving skills and basic controlling methods of the 44/52 and 20 passenger bus both on and off post. The soldiers will receive a minimum of 20 hours of hands on driving. Soldiers will be required to pass a road test at the end of the course demonstrating all of the basic requirements and skills learned during this course. This lesson is 102 hours in length.

NIGHT DRIVING- This lesson discusses the basic control methods and procedures while operating a bus at night. It also gives the soldier an opportunity to practice safe driving procedures on and off post. Soldiers will be required to complete a practical exercise for this lesson. The classroom portion is 1 hour in length.

13. Once the soldier meets the Group Academy's standards a certificate and their DA Form 348 will be issued and he/she will release back to their unit for duty. The unit will be required to maintain the soldiers DA Form 348/348-E and DA Form 5984-E/OF 346. Units will issue the appropriate DA Form 5984-E and DA Form 348-E to the soldiers from ULLS (Unit Level Logistic System). Refer: ULLS End Users Manual for more information on these forms.

**NOTE: Any personnel that have been issued a valid bus license through this course will be required to complete a 6 hour class on the 20 passenger bus which will include: familiarization, air brake test, pre trip test, and a road test.**

## **SECTION II SUSTAINMENT/REFRESHER TRAINING**

1. All soldiers unable to pass the post-tests will be counseled and required to be rescheduled to attend the course a second time. Those soldiers not able to pass the post-test during their second time will be counseled and sent to their 1<sup>st</sup> Sergeant or Commander for further actions. If the 1<sup>st</sup> Sergeant or Commander concludes that the soldier should attend for the third time, he/she must contact their Battalion Master Driver to have the soldier properly scheduled. All recommendations that the Commander suggest should be annotated on the reverse side of DA Form 4856 (General Counseling Form).

2. Soldiers recently assigned to Fort Eustis who were involved in a motor vehicle accident/incident or DUI, require the gaining Commander letter's of approval to attend the training course.

### **SECTION III TRAINING RESOURCES**

#### **GENERAL RESOURCES:**

1. Fort Eustis and the Group Driver's Training course is equipped to train from \_\_\_\_5\_\_\_\_ to \_\_\_\_10\_\_\_\_ students, in a classroom environment.
2. Training will be conducted in Fort Eustis building # \_\_\_\_1500\_\_\_\_
3. The course is designed to be taught by one/two instructors', however, we may incorporate more if needed.

#### **SOLDIER RESOURCES:**

The soldiers will bring the following items to the course.

1. 1 pencil per student
2. 1 pen (black ink) per student
3. 1 note pad per student
4. 1 highlighter

#### **INSTRUCTOR RESOURCES:**

The following items will be needed for the instructor's to conduct training.

1. 1 each class roster
2. Extra pencil
3. Extra pens (black ink)
4. 1 each red ink pen to grade answer sheets
5. 1 each course sign in sheet
6. 2 each copy of the following lesson plans
  - a. General Knowledge
  - b. Pre-Trip Inspection (classroom)
  - c. Transporting Passengers
  - d. Air Brakes

- e. Night Driving
- f. Driver's Role and Responsibility
- g. Accident Avoidance/Causes and Reports
- h. Hands-on Driving
- i. Virginia State and Fort Eustis Laws and Procedures

- 7. \_10\_ copies of Practical Exercise
- 8. \_1\_ copies of test answer sheets
- 9. \_10\_ Copies of course post-test
- 10. 1 copy of test sheet, Master Copy, answer key, reference index and scoring sheet.
- 11. 1 each PROXIMA projector
- 12. 1 each Lap-Top computer
- 13. 1 each small desk and chair for visitors
- 14. Visitor book

#### SECTION IV

##### TRAINING SCHEDULE TRANSPORTATION GROUP BUS ACADEMY

DATE	SUBJECT	LOCATION	TIME
DAY 1	Course In-processing And Requirements	Bldg. 2750	0700-0730
	Course Overview and Requirements	Bldg. 2750	0730-0800
	Introduction (Army Regulations) Virginia/Fort Eustis Laws	Bldg. 1500	0800-1000
	Break	Bldg. 1500	1000-1010
	Introduction to Army Regulations Virginia/Fort Eustis Laws	Bldg. 1500	1010-1100
	Drivers Role and Responsibility (Block of Instruction)	Bldg. 1500	1100-1200
	Lunch	TBD	1200-1300
	General Knowledge (Block of Instruction)	Bldg. 1500	1300-1400

	Break	Bldg. 1500	1400-1410
	General Knowledge	Bldg. 1500	1410-1510
	Break	Bldg. 1500	1510-1520
	General Knowledge	Bldg. 1500	1520-1620
	Practical exercise	Bldg. 1500	1620-1640
	AAR/Classroom Cleanup	Bldg. 1500	1640-1700
DAY 2	Physical Fitness Training	Bldg. 2750	0600-0700
	Review	Bldg.1500	0900-0915
	Exam (General Knowledge)	Bldg. 1500	0915-1015
	Break	Bldg. 1500	1015-1025
	Transporting Passengers (Block of Instruction)	Bldg. 1500	1025-1200
	Lunch	Bldg. 1500	1200-1300
	Transporting Passengers (Block of Instruction)	Bldg. 1500	1300-1325
	AAC/ Causes and Reports	Bldg. 1500	1325-1425
	Break	Bldg. 1500	1425-1435
	Pre Trip Inspection (Classroom)	Bldg. 1500	1435-1535
	Break	Bldg. 1500	1535-1545
	Night Driving (Classroom)	Bldg. 1500	1545-1645
	AAR/Classroom Cleanup	Bldg. 1500	1645-1700
DAY 3	Review	Bldg. 1500	0900-0915



	Exam (Air Brakes)	Bldg. 1500	0915-1015
	Break	Bldg. 1500	1015-1025
	Exam (Transporting Passengers)	Bldg. 1500	1025-1125
	Break	Bldg. 1500	1125-1135
	Review Exams	Bldg. 1500	1135-1200
	Lunch	TBD	1200-1300
	Pre Trip Inspection (Hands On)	TMP Motorpool	1300-1400
	Break	TMP Motorpool	1400-1410
	Pre Trip Inspection (Hands On)	TMP Motorpool	1410-1510
	On Post Driving	Fort Eustis	1510-1630
	Air Brake Test/AAR	TMP Motorpool	1630-1700
DAY 4	Pre Trip Inspection	TMP Motorpool	0700-0800
	Break	TMP Motorpool	0800-0810
	On Post Driving	Fort Eustis	0810-1200
	Lunch	TBD	1200-1300
	On Post Driving	Fort Eustis	1300-1630
	Air Brake Test/AAR	TMP Motor pool	1630-1700
DAY 5	Physical Fitness Training	Bldg. 2750	0600-0700
	Personal Hygiene	TBD	0700-0830
	Pre Trip Inspection	TMP Motorpool	0830-0900

	Off Post Driving	TBD	0900-1130
	Lunch	TBD	1130-1300
	Off Post Driving	TBD	1300-1430
	Air Brake Test/AAR	TMP Motor pool	1630-1700
DAY 6	Physical Fitness Training	Bldg. 2750	0600-0700
	Personal Hygiene	TBD	0700-0830
	Pre Trip Inspection	TMP Motorpool	0830-0900
	Off Post Driving	TBD	0900-1130
	Lunch	TBD	1130-1300
	Off Post Driving	TBD	1300-1600
	After Trip Inspection	TMP Motorpool	1600-1630
	Air Brake Test/AAR	TMP Motorpool	1630-1700
DAY 7	Physical Fitness Training	Bldg. 2750	0600-0700
	Personal Hygiene	TBD	0700-0830
	Pre Trip Inspection	TMP Motorpool	0830-0900
	Off Post Driving	TBD	0900-1130
	Lunch	TBD	1130-1300
	Off Post Driving	TBD	1300-1600
	After Trip Inspection	TMP Motorpool	1600-1630
	Air Brake Test/AAR	TMP Motorpool	1630-1700
DAY 8	Physical Fitness Training	Bldg. 2750	0600-0700

	Personal Hygiene	TBD	0700-0830
	Pre Trip Inspection	TMP Motorpool	0830-0900
	Off Post Driving	TBD	0900-1130
	Lunch	TBD	1130-1300
	Off Post Driving	TBD	1300-1600
	After Trip Inspection	TMP Motorpool	1600-1630
	Air Brake Test/AAR	TMP Motorpool	1630-1700
DAY 9	Physical Fitness Training	Bldg. 2750	0600-0700
	Night Driving	OFF	0700-1900
	Pre Trip Inspection	TMP Motorpool	1900-1930
	Night Driving	Off Post	1930-2330
	AAR	TMP Motorpool	2330-2400
DAY 10	Backing (Straight)	TMP Motorpool	0830-0930
	Break	TMP Motorpool	0930-0940
	Backing (Straight)	TMP Motorpool	0940-1040
	Break	TMP Motorpool	1040-1050
	J Backing	TMP Motorpool	1050-1130
	Lunch	TBD	1130-1300
	J Backing	TMP Motorpool	1300-1400
	Break	TMP Motorpool	1400-1410
	Test Route Shown to Students	Off Post	1410-1440
	AAR	TMP Motorpool	1440-1500

DAY 11	Physical Fitness Training	Bldg. 2750	0600-0700
	Personal Hygiene	TBD	0700-0830
	Pre Trip Test/Air Brakes Test (Hands On)	TMP Motorpool	0830-0930
	Break	TMP Motorpool	0930-0940
	Pre Trip Test/ Air Brakes Test (Hands On)	TMP Motorpool	0940-1040
	Break	TMP Motorpool	1040-1050
	Pre Trip Test/ Air Brakes Test (Hands On)	TMP Motorpool	1050-1130
	Lunch	TBD	1130-1300
	Pre Trip Test/ Air Brakes Test (Hands On)	TMP Motorpool	1300-1400
	Break	TMP Motorpool	1400-1410
	Pre Trip Test/ Air Brakes Test	TMP Motorpool	1410-1510
	Break	TMP Motorpool	1510-1520
	Pre Trip Test/ Air Brakes Test (Hands On)	TMP Motorpool	1520-1630
	Air Brake Test/AAR	TMP Motorpool	1630-1700
DAY 12	Road Test	Off Post	0730-1330
	Student Evaluation	Bldg. 2750	1330-1400
	Lunch	TBD	1400-1500
	Graduation	Transportation Museum	1500-1600